

**SECRET**

Executive Registry

62-2974

10 April 1962

**MEMORANDUM FOR: Director of Security**

**THROUGH : Deputy Director (Support) LKW**

**SUBJECT : Establishment of the Special Clearance  
Security Control Center**

1. The Director of Security is given the additional duty of organizing and operating the Special Clearance Security Control Center. This Center will consolidate and be responsible for the following security functions presently handled separately by DPD, the CIA COMINT Officer, TSO/CIA, and NPIC:

(a) Maintain central records of all Special Security Clearances and keep appropriate files pertaining to the requesting and granting of all clearances, including secrecy agreements signed by the persons cleared.

(b) Upon request, advise officials and organizations, both domestically and abroad, of Special Clearances granted to individuals.

(c) Receive and process requests for Special Clearances.

(d) Conduct briefings and debriefings of those persons granted Special Clearances and obtain signatures on secrecy agreements. However, if the geographic location is a factor the Center may delegate this function.

(e) Establish and maintain uniform procedures and control mechanisms for the protection of the sensitive information and material under the control of the Center.

(f) Conduct security inspections and surveys to insure compliance with policies and procedures. This will involve inspections of certain Centers of this and other Agencies both in the United States and abroad.

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(g) The CIA COMINT Officer and the Director of Security will establish procedures to implement subparagraphs (e) and (f), above, in accordance with the intent of the provisions of CIA Regulation

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2. The determination of the "need to know" of a person considered for a Special Clearance will continue to be a command decision of the component concerned and not that of the Special Clearance Security Control Center.

3. Cooperation with the Office of Security is required of these components which are now handling separately the functions to be performed by the Center. It will be necessary to transfer some slots as well as certain individuals and office equipment to the Office of Security. Necessary office space and funds will be provided the Office of Security for this Center.

/ S /

**MARSHALL S. CARTER**  
Lieutenant General, USA  
Deputy Director of Central Intelligence

**Distribution:**

Orig - D/S  
1 - DDCI  
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2 - Mr. Kirkpatrick  
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**SUBJECT: Establishment of the Special Clearance Security Control Center**

**CONCURRENCES:**

/s/ Sheffield Edwards  
Director of Security

30 March 1962  
Date

\* /s/ Arthur C. Lundahl (See Comment #1 attached) 28 March 1962  
Director, National Photographic Interpretation Center Date

\* /s/ [Redacted]  
Acting Chief, Development Project Division

30 March 1962  
Date

/s/ Herbert Scoville, Jr. (Concurrence in 30 March 1962  
Deputy Director (Research) Comment #2 attached) Date

/s/ Huntington Sheldon (Oral concurrence  
CIA COMINT Officer via [Redacted])

22 March 1962  
Date

\*

[Redacted]

28 March 1962  
Date

\* Signed concurrence in files of Office of Security.

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COMMENT 1

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28 March 1962

Note for Attachment to DD/CI Memo Regarding Establishment of  
Special Clearance Security Control Center:

I concur in the plan for establishment of the subject Security Control Center under the assumption that CIA will provide top grade humans and machine data handling devices in proper strength and proportion to effectively handle the Special Clearance problems which are sensitive, important and usually demanding solution on the shortest of deadlines. In this type of Center a clear and continuing view of CIA internal efficiency is provided to the nation's leaders and scores of representatives of the whole U. S. military-intelligence community. Any failures, delays or dereliction can create immediate and serious repercussions while a record of perfect operational performance will scarcely stimulate one kind word of community appreciation.

/s/

ARTHUR C. LUNDAHL

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COMMENT 2

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30 March 1962

MEMORANDUM FOR: Director of Security

SUBJECT : Establishment of the Special Clearance  
Security Control Center

1. I have concurred in the draft of the enabling document for the establishment of a Central Special Clearance Control Center in the Office of Security.

2. I have been informed by the Chief, Security Branch, DPD, that the details with regard to the establishment and operation of this Center remain to be worked out. I agree with the soundness of the concept and that initially the "T" system indices be collated with those of SI and, after that phase is completed and functioning, the [ ] system records be phased in.

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4. The problem of project approvals for industrial personnel for these sensitive programs under [ ] I suggest, will require individual attention and, undoubtedly, will have to be considered separately from the area of special clearances for Government employees.

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5. Before deciding as to the feasibility of transferring slots to the Center, I would appreciate a review by your office of the scope of functions and adequacy of the staffing of the DPD Security Branch.

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/s/  
HERBERT SCOVILLE, JR.  
Deputy Director  
(Research)

Attachment: Draft of Enabling Memo

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